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Natural History Museum Library



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# BRITISH MUSEUM.

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## INSTRUCTIONS TO THE MESSENGERS.

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### GENERALLY.

THE Chief Messenger shall superintend the attendants and servants; he shall keep a daily register of their attendance, and report to the proper officer every instance of negligence or misbehaviour. He shall keep an account of letters and parcels received and delivered, and of the charges on the same, as well as of other expenses usually included in a petty cash account. He shall see that no persons be improperly admitted into the interior of the Museum, and that visitors be conducted by some fit person to the department for which they inquire. He shall be careful that the fires be extinguished at the proper time, and for this purpose he shall, immediately

after the closing of the Museum, visit all the rooms in which fires have been lighted. He shall also take care that, in the evening, the windows and doors be properly secured, and the Museum left in a state of safety.

The Messenger, the Assistant Messenger, and the Clerk of the Works, must not be absent from the precincts of the Museum between the hours of ten in the evening and eight in the morning, without special leave from the Principal Librarian, or, in his absence, from the Officer in charge. During the remainder of the day, and on Sundays, one, at least, of the three must always be on the premises. For this purpose a regular rota of attendance is to be arranged, and a daily attendance book must be kept, showing, by his signature, which of the three is on duty, and showing, in the same manner, any exchange of duty among the three persons, and any leave of absence sanctioned by the Principal Librarian.

The constant attendance of the Messenger, Assistant Messenger, and Clerk of the Works, may be required of them whenever the Principal Librarian shall deem it necessary.

On any sudden emergency in the

absence of the Principal Librarian, the Messengers and the Clerk of the Works are to apply to the Officer in charge of the Museum, who is then empowered to act according to circumstances.

The Chief Messenger is to obtain the signature of the Officer in charge, daily, according to the rota, to the entry in the book kept for that purpose.

This book containing the signature of the Officer in charge is to be left in the Lodge at the entrance gates when the Museum is closed; so that it may always be known to whom to apply in case of necessity, during the absence of the Principal Librarian. The attendance book of the Messengers and Clerk of the Works must likewise be left at the Lodge when the Museum is closed.

No information or instruction is to be given in respect of anything required for the service of the Trustees, before the sanction of the Principal Librarian has been obtained.

No messages or letters are to be received for persons not in the service of the Trustees.

No messages or letters are to be conveyed to persons in the Reading



Room without the special sanction of the Principal Librarian.

Charges on parcels or packages not addressed to the Principal Librarian must not be paid without his sanction.

All instructions and directions to workmen employed at the Museum are to be given by the Clerk of the Works only.

No artizans or tradesmen are to take measurements, or begin any work whatever without the knowledge of the Clerk of the Works.

No person residing at the Museum is allowed to keep dogs or poultry.

No one is to be allowed to pass into or out of the Museum Grounds through the gate in Montagu Place, excepting only the following persons: the Officers, Assistants, and Transcribers in the service of the Trustees; the persons residing on the premises; the Master Bookbinders, and the men in their employ who have a pass for the purpose; and the workmen employed on the premises, who are to take a ticket from the Gatekeeper when they come in, and leave it with him when they go away.

The Messengers are not to allow cricket, football, or other such games



to be played in the quadrangle of the Museum.

One of the Messengers is to attend in the lobby of the Committee Room, while the Trustees are sitting.

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WITH RESPECT TO THE ATTENDANTS,  
DUSTERS, LABOURERS, AND OTHERS  
IN THE SERVICE OF THE TRUST.

THE registers of attendance are to be taken from the Hall at ten minutes past nine in the morning.

The names of those who are absent or late, with the reasons thereof, are to be returned to the Principal Librarian every morning, as well as to the head of the department to which they belong.

The attendants are required to remain at their respective posts until a quarter of an hour beyond the time at which the Museum is closed to the public.

The name of every one leaving the Museum before the time prescribed is to be returned to the Principal Librarian.

The attendants employed as warders are to keep to their own beats until

relieved, and are not to congregate to talk to each other.

Any attendant found sleeping at his post, or otherwise neglecting his duty, will forfeit a fortnight's pay for the first offence, and be dismissed on its repetition.

The sawdust used for sweeping must be sufficiently damped to lay the dust.

The men who have charge of the umbrellas, sticks, &c., are held responsible for the delivery of them to their owners; they are to make good any loss occasioned by neglect or want of care; and they will be dismissed on the recurrence of such neglect.

In making the fires the paper and wood are not to be lighted before the coals are put on.

The gatekeepers are to stop any bag, parcel, or other article carried by an attendant, workman, labourer, &c., not having a pass from an officer, or from the Clerk of the Works.

Each of the front-gatekeepers is to work the Telegraph when he comes on duty; and he must report immediately to the Clerk of the Works if it appears to be at all out of order.

The Head Housemaid is to direct

the other housemaids, as well as the labourers employed to assist in the household work, and she is to see that they perform their duties properly.

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#### KEYS.

NONE of the Museum keys are to be taken out of the Museum.

The house keys used in the daytime are to be left with the Messengers in the Hall by those persons who have the use of them, when they leave the Museum; the Messengers are to see that all the keys are so left, and to report to the Principal Librarian any irregularity in this respect.

No small keys are to be received by the Messengers unless with the sanction of the keeper of a department, who shall give a list of the keys which he wishes to be so received, as well as the name of the person who is to deliver them.

No keys are to have labels attached to them, nor any other mark to denote to whom or to what they belong.

Immediate notice is to be given to the Principal Librarian of the loss or finding of any keys.

The night key and Chubb key are to remain in charge of the Messenger or the Clerk of the Works in attendance according to the rota.

In case of any sudden emergency, and not otherwise, the porters and policemen may break the seals of the envelopes and take the master house-keys out of the box in the lodge; but an immediate report must be made to the Principal Librarian of what has been done, whether by day or by night.

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#### UNLOCKING AND LOCKING-UP.

THE Messenger or the Assistant Messenger is to unlock the doors throughout the Museum in the morning, and to report to the Principal Librarian if he find any door not properly locked, or any other irregularity affecting the security of the Museum.

All the external and other doors which give admission into the Museum are to be locked with the night and Chubb keys within one hour from the closing of the Museum in the after-



noon; and this is to be done by the Messenger or Assistant Messenger.

Three hours after the time of closing the Museum, the Inspector of police, accompanied by the Superintendent of Warming and Ventilation, will go round the Museum, by the route given in writing by the Principal Librarian, to see that all is secure and that the external doors have been properly locked; they will lock any that have not been so done, reporting forthwith that or any other irregularity they may meet with, to the Principal Librarian, or, in his absence, to the Officer in charge. They will at the same time lock, with the night-key, all doors giving access to the galleries and rooms containing the collections, whether from lobbies, staircases, or elsewhere, including the five doors opening into the British and Mediæval Room on the upper floor.

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#### ADMISSION OF THE PUBLIC AND OTHER VISITORS.

THE holidays to be observed at the Museum are Christmas Day, Ash Wednesday, Good Friday, and every

special fast or thanksgiving - day appointed by authority.

The Museum shall be kept open for public inspection on Monday, Wednesday, and Friday in every week ; except on the holidays above mentioned, and except from the 1st to the 7th of January, from the 1st to the 7th of May, and from the 1st to the 7th of September, inclusive.

During Christmas, Easter, and Whitsun weeks, the Museum shall be kept open every day, except Saturday and Sunday. With the aforesaid exceptions, and such other exceptions as may be made from time to time by the Trustees, Tuesdays, Thursdays, and Saturdays shall be reserved for the arrangement of the collections, and for their examination by persons specially admitted for that purpose under the sanction of the Principal Librarian.

The hours for viewing the collections are from ten till four, during January, February, November, and December ; from ten till five, during March, April, September, and October ; and from ten till six, from the 8th of May to the 31st of August, inclusive. Also from twelve till six, on Saturdays, during the months of

May, June, July, and August, when so ordered by the Trustees.

Any person desiring to view the collections on the open days may be required to inscribe his name and place of abode in a book kept in the Entrance Hall for that purpose.

Visitors are to be decent and orderly in their appearance and behaviour; and the Officers are to exclude all others, or cause them to withdraw.

No children in arms are to be admitted.

No persons are to be admitted to view the collections on private days unless with the sanction of the Principal Librarian, or accompanied by an Officer.

Visitors are not to be taken through the closed parts of the Museum after four o'clock, unless at the special request of an Officer.

No strangers are to be admitted on any pretext whatever during the first week of January, May, and September. Persons wishing the Messengers to apply for a relaxation of this rule, are to be told that it is forbidden to do so.

No attendant or servant shall, on any pretence, take any fee, reward,

or gratuity from persons visiting the Museum, or using the collections.

In the absence of the Chief Messenger the Assistant Messenger is responsible for the performance of his duties.

*28<sup>th</sup> May 1864.*









